



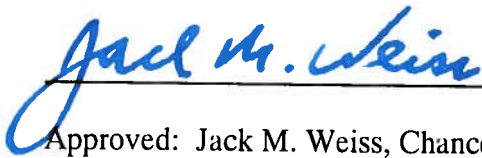
**MEMORANDUM**

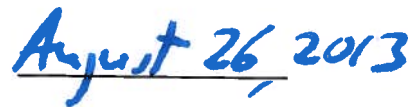
TO: Law Center Faculty and Staff  
FROM: Chancellor Jack M. Weiss  
DATE: August 26, 2013  
RE: Adoption of Policy for Reporting Substantive Changes to SACSCOC

The following policy regarding the reporting of substantive changes to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) has been adopted by the Law Center effective immediately.

Title: Reporting Substantive Change to SACSCOC

This policy applies only to the LSU Paul M. Hebert Law Center. A copy of the policy will be posted on the Law Center's Human Resources website with other Law Center Policy Statements.

  
Approved: Jack M. Weiss, Chancellor

  
Date

**Title:** Reporting Substantive Change to SACSCOC

**Functional Classification:** Institutional Governance & Administration

**Monitoring Unit:** Office of the Chancellor

**Effective Date:** Fall 2013

**PURPOSE:**

To establish the requirements and procedures to ensure that Paul M. Hebert Law Center notifies the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) of all substantive changes in a timely fashion, and when required, seek approval prior to the initiation of those changes.

**DEFINITIONS:**

According to SACSCOC, a substantive change is "a significant modification or expansion of the nature and scope of an accredited institution" (see Source A). Under federal regulations, substantive change includes the following:

- A. Any change in the established mission or objectives of the institution
- B. Any change in legal status, form of control, or ownership of the institution
- C. The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
- D. The addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation
- E. A change from clock hours to credit hours
- F. A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- G. The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50 percent of an educational program
- H. The establishment of a branch campus
- I. Closing a program, off-campus site, branch campus, or institution
- J. Entering into a collaborative academic arrangement such as a dual degree program or a joint degree program with another institution

- K. Acquiring another institution or a program or location of another institution
- L. Adding a permanent location at a site where the institution is conducting a teachout program for a closed institution
- M. Entering into a contract by which an entity not eligible for Title IV funding offers 25 percent or more of one or more of the accredited institution's programs

#### **GENERAL POLICY AND PROCEDURES:**

It is the responsibility of Paul M. Hebert Law Center to report all substantive changes and to follow all procedures and timelines as delineated in the SACSCOC policy statement on substantive change:

- A. Procedure One – Review of substantive changes requiring notification and approval prior to implementation.
- B. Procedure Two – Review of substantive changes requiring only notification prior to implementation.
- C. Procedure Three – For closing a program, site, branch campus, or institution.
- D. A separate set of procedures is available for the following changes (see Source B):
  - 1. Initiating mergers or consolidations;
  - 2. Acquiring any program or site from another institution; or
  - 3. Adding as a permanent location any site where the institution is conducting a teach-out for students of another institution that is closing; and changes in governance, ownership, means of control or legal status.

These specific procedures, including the time frame for contacting the commission and the type of documentation required for each, are included in a comprehensive table within the Commission's policy statement (see Source B).

This Law Center policy statement applies to all faculty or staff members who have the authority to initiate, review, approve, or allocate resources to changes that may be considered a substantive change. Academic and support units, committees, or administrators proposing and/or approving changes that are substantive in nature must inform the Chancellor and the SACSCOC liaison in writing. The Vice Chancellor for Institutional Assessment and Faculty Development is the SACSCOC liaison.

Once the Chancellor and the SACSCOC liaison have reviewed the proposed change and determined that it qualifies as a substantive change as defined by the Commission's policy, the

Chancellor or his or her designee will notify SACSCOC with a written letter and will submit any other relevant materials as required in the above-noted procedures. The SACSCOC liaison will maintain a file of all substantive change activity. Academic and support units proposing substantive changes should not implement those changes until written confirmation from the SACSCOC liaison that the required SACSCOC notification and/or approval for a substantive change has been completed.

Failure to comply with SACSCOC substantive change policy and procedures may result in the loss of the university's Title IV funding, or the Law Center may be required to reimburse the U.S. Department of Education for any money it received for programs related to the unreported substantive change. Additionally, the Law Center may be referred to the SACSCOC Board of Trustees for the imposition of a sanction or for removal from membership.

This policy statement shall be reviewed annually and updated by the Law Center as changes occur to the SACSCOC policy on substantive change.

**SOURCE:**

A. SACSCOC Policy Statement "Substantive Change for Accredited Institutions of the Commission on Colleges"

(<http://www.sacscoc.org/pdf/081705/Substantive%20Change%20policy.pdf>)

B. SACSCOC Policy Statement "Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status"

(<http://www.sacscoc.org/pdf/081705/Mergers.pdf>)